Commonwealth of Virginia Board of Accountancy 3600 West Broad Street, Suite 378 Richmond, Virginia 23230-4923 Office (804) 367-8505, Fax (804) 367-2174

Website: <a href="http://www.boa.virginia.gov">http://www.boa.virginia.gov</a>
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## Virginia Board of Accountancy REINSTATEMENT – EMPLOYMENT/CPE SUPPLEMENT FORM

You must complete a separate form with your employment or self-employment information (including business name and address) for <u>each year</u> that your license was expired.

The completed form(s) must accompany your CPA Certificate Reinstatement Application.

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<u>INCOMPLETE FORMS CANNOT BE ACCEPTED</u>.

It is the responsibility of the applicant for reinstatement to become familiar with the applicable sections of the *Virginia Board of Accountancy Regulations* prior to completing and submitting the application for reinstatement.

## PLEASE PRINT ALL INFORMATION

Virginia CPA Certificate Number			Year addressed in this form:								
#											
1.	Name										
	First	Middle		Last	Generation (SR, JR, III, etc.)						
2.	Social Security Number (Application will <u>not</u> be accepted with	out a Social Securi	ty Number or Co	ntrol Number. See below	.)						
	EMPLOYMENT/SELF-EMPLOYMENT INFORMATION										
3.	Business Name										
4.	Business Street Address										
	City, State, Zip Code										
5.	E-mail Address										
6.	Telephone & Other Numbers (Please include the area codes)	Telephone		Facsimile	Beeper/Cellular						
	* State law requires every applicant a business, trade, profession of number or a control number issues.	r occupation i	ssued by the	Commonwealth to	provide a social security						
	FEE PAID FOR OFFICE USE ONLY	DATE	E RECEIVED	ISSUE DATE	CERTIFICATE NUMBER						

returns, estate planning, served as a consultant).							
	No		Yes				
8. I used my CPA designation but I did not provide services to the public during this year.							
	No		Yes				
I did not use my CPA designation at all during this year.							
	No		Yes				
I worked in Virginia during this year.							
	No		Yes				
I worked outside Virginia during this year.							
	No		Yes				
I worked both in Virginia and outside Virginia during this ye	ear.						
	No		Yes				
3. If my license is reinstated, I plan to use my CPA designation and provide services to the public.							
	No		Yes				
If my license is reinstated, I plan to use my CPA designate public.	ion but	I will not provid	le servic	es to the			
	No		Yes				
15. If my license is reinstated, I do not plan to use my CPA designation and will not work as a CPA.							
	No		Yes				
If you answered "Yes" to (7&10), (7&11), (7&12), or (13) − You must provide proof of the required CPE (120 CPE hours over a three-year CPE reporting cycle − the three calendar years immediately preceding your application for reinstatement).							
Fig. 15 If you answered "Yes" to (8&10), (8&11), or (14) – Beginning January 1, 2004, you must provide proof of the required CPE (45 CPE hours over a three-year CPE reporting cycle beginning January 1st of 2003, 2004, and 2005).							
I, the undersigned, certify that the foregoing statements and answers are true, and accurate.							
nature	_	Date					
	returns, estate planning, served as a consultant).  I used my CPA designation but I did not provide services to I did not use my CPA designation at all during this year.  I worked in Virginia during this year.  I worked both in Virginia and outside Virginia during this year.  If my license is reinstated, I plan to use my CPA designation If my license is reinstated, I plan to use my CPA designation.  If my license is reinstated, I do not plan to use my CPA designation.  If my license is reinstated, I do not plan to use my CPA designation.  If you answered "Yes" to (7&10), (7&11), (7&12), or (13) CPE (120 CPE hours over a three-year CPE reporting cypreceding your application for reinstatement).  If you answered "Yes" to (8&10), (8&11), or (4) – Beg proof of the required CPE (45 CPE hours over a three-year 1st of 2003, 2004, and 2005).  I, the undersigned, certify that the foregoing statements and	I used my CPA designation but I did not provide services to the pub  No I did not use my CPA designation at all during this year.  No I worked in Virginia during this year.  No I worked outside Virginia during this year.  No I worked both in Virginia and outside Virginia during this year.  No If my license is reinstated, I plan to use my CPA designation and pro  No If my license is reinstated, I plan to use my CPA designation but public.  No If my license is reinstated, I do not plan to use my CPA designation of the reinstated, I do not plan to use my CPA designation of the reinstated of the preceding your application for reinstatement).  If you answered "Yes" to (7&10), (7&11), (7&12), or (13) — You make the proposed of the required CPE (45 CPE hours over a three-year CPE 1st of 2003, 2004, and 2005).  I, the undersigned, certify that the foregoing statements and answers.	I used my CPA designation but I did not provide services to the public during this yes.  No	I used my CPA designation but I did not provide services to the public during this year.  No			

Copies of the *Code of Virginia* and the *Virginia Board of Accountancy Regulations*, as well as all applicable forms and other information, may be obtained online at <a href="http://www.boa.virginia.gov">http://www.boa.virginia.gov</a>, or by calling the Board office at (804) 367-8505.